

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, January 26, 2016

8:30 a.m.

County Board Room – 3<sup>rd</sup> Floor – Courthouse

M I N U T E S

The Clay County Board of Commissioners met in regular session with all Commissioners present: Campbell, Gross, Ingersoll, Mongeau, and Weyland. County Administrator Brian C. Berg, Assistant County Attorney Steven Beitelspacher, and Senior Administrative Assistant Vicki Reek were also present.

APPROVAL OF AGENDA

On motion by Weyland, seconded by Campbell, and unanimously carried, the agenda was approved with the addition of requests to fill Social Service Case Aide position and Attorney's Office Legal Assistant position.

EXECUTE CONTRACT WITH THE CITY OF BARNESVILLE FOR \$7300 SUBSIDY FOR 2016  
AMBULANCE SERVICE

By consent agenda, the Board authorized execution of a contract with the City of Barnesville for Clay County to provide a \$7300 subsidy for the 2016 ambulance services.

EXECUTE GRANT AGREEMENT FOR REENTRY SERVICES PROJECT

By consent agenda, the Board authorized execution of the agreement with the MN Office of Justice Programs to partially fund the Reentry Services Project from January 1, 2016 to December 31, 2017, with a grant award of \$90,000.

CITIZENS TO BE HEARD

There were no citizens present who wished to address the Board.

APPROVE PAYMENT OF BILLS AND VOUCHERS

On motion by Campbell, seconded by Ingersoll, and unanimously carried, the bills and vouchers were approved for payment.

REQUESTS TO FILL POSITIONS

On motion by Campbell, seconded by Ingersoll, and unanimously carried, the Board approved filling the new 1.0 FTE Deputy Auditor/Motor Vehicle (Driver's License area) position which was approved in the 2016 budget process.

On motion by Mongeau, seconded by Weyland, and unanimously carried, the Board approved a transfer of hours from the Motor Vehicle budget (.2 FTE) to the Public Health Department budget due to additional duties involved with the Partnership For Health program, bringing the Public Health position back to 1.0 FTE from .8 FTE.

On motion by Ingersoll, seconded by Mongeau, and unanimously carried, the Board approved hiring a .6 FTE Project Manager position through the Community Wellness grant.

On motion by Weyland, seconded by Ingersoll, and unanimously carried, the Board approved filling a full time Male Corrections Officer position which is vacant due to resignation.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved filling a Supervisor position in Secure Detention, and if filled internally, to backfill the position.

On motion by Ingersoll, seconded by Mongeau, and unanimously carried, the Board approved filling a Social Worker/Child Protection position which is vacant due to resignation.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved filling a Case Aide/Child Protection position, and if filled internally, to backfill the position.

On motion by Mongeau, seconded by Campbell, and unanimously carried, the Board approved filling a Legal Assistant position which was included in the 2016 budget, and to fill the position as soon as possible (rather than July as was originally requested) due to staff shortage.

On motion by Mongeau, seconded by Weyland, and unanimously carried, the Board approved filling a Legal Assistant position which has become vacant due to resignation.

#### COUNTY ASSESSOR DEPARTMENTAL UPDATE

County Assessor Nancy Gunderson reported on activities in the Assessor's Office: conversion to CAMA (Computer Aided Mass Appraisal system); 2016 valuations; the 2015 assessment sales ratio study; tax court petitions; and a possible shift in valuations due to containerization of chemicals.

#### ESTABLISH DATE FOR 2016 COUNTY BOARD OF APPEAL & EQUALIZATION

On motion by Weyland, seconded by Mongeau, and unanimously carried, the Board established the date for the Board of Appeal & Equalization for June 14, 2016, 6:30 p.m.

#### OPEN BIDS FOR REROOFING CLAY COUNTY JUVENILE DETENTION CENTER

West Central Regional Juvenile Center Director Stephen Larson and Building Maintenance Supervisor Joe Olson were present to open sealed bids for the reroofing project at the Juvenile Center, as follows:

M. J. Dahlsin, \$66,227

Pierce Lee Roofing, \$87,250

The bids will be reviewed and a recommendation for award will be brought to the Board on February 2<sup>nd</sup>.

#### APPROVAL OF RIGHT OF WAY VALUES FOR COUNTY ROAD 95 GRADING

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved the following right of way values for the County Road 95 grading project as prepared by Ulteig Engineers, totaling \$3500:

William Borgen: \$1500

Steven G. & Deborah Vigesaa: \$900

Robert D. & Mary E. Beegle: \$1100



### APPROVAL OF STATE AID FUNDING ADVANCE RESOLUTION

On motion by Campbell, seconded by Mongeau, and unanimously carried, the Board adopted **Resolution 2016-09**, as included in Attachment "A", seeking an advance of County State Aid Highway Funds in the amount of \$506,486.

### RESOLUTION FOR FUNDING FOR HEARTLAND TRAIL THROUGH MN STATE LEGISLATURE

On motion by Mongeau, seconded by Ingersoll, and unanimously carried, the following resolution was adopted requesting the MN State Legislature to include \$200,000 in the proposed 2016 Heartland Trail MN State Bonding Bill to assist with funding needed for engineering.

#### RESOLUTION 2016-8

WHEREAS, the Board of Commissioners is the duly elected governing body for Clay County, MN and is responsible for the planning and development of a county-wide infrastructure including certain trail facilities; and

WHEREAS, the Clay County Board of Commissioners designated the Clay County Heartland Trail Task Force on May 6<sup>th</sup>, 2014; and

WHEREAS, the Clay County Heartland Trail Task Force is responsible for coordinating, planning, engineering, and seeking funding of the proposed Heartland Trail serving Clay County; and

WHEREAS, the Minnesota State Legislature, in Minnesota Statutes, Section 85.015, Subdivision 12, authorized the extension of the Heartland Trail from Park Rapids, MN to Moorhead, MN in 2006; and

WHEREAS, in June 2011 the Minnesota Department of Natural Resources (DNR) completed and approved the Heartland State Trail Extension Master Plan permitting further development of the trail; and

WHEREAS, the development of the Heartland Trail within Clay County provides for the benefit of its citizens and visitors and provides multimodal options for travel and recreation within and through the County; and

WHEREAS, the development of the Heartland Trail is consistent with local master, comprehensive and long-range transportation plans;

NOW, THEREFORE BE IT RESOLVED, that the Clay County Board of Commissioners requests that the Minnesota State Legislature include \$200,000 to the proposed 2016 Heartland Trail Minnesota State Bonding Bill to assist with funding of needed engineering costs for the Clay County Heartland Trail.

### PRESENTATION RE: CLAY COUNTY JAIL PROJECT

Klein McCarthy Architects' representatives Scott Fettig and Matthew Keenan were present to update the Board concerning the design and phasing of the new Correctional Facility. Mr. Fettig felt the schematics will be completed by the end of February, in preparation for a groundbreaking in the spring of 2017. The construction of the 204 bed facility is proposed to take 16-18 months, and will include modular pieces to save build time and costs.

Video conferencing will be used for inmate visitation, and will likely include conferencing from home to jail in the future, as is a national trend. Contact visitation may occur to some degree, however it is discouraged due to the potential transfer of contraband.

#### COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSION

Commissioner Weyland attended meetings concerning Juvenile Detention Center space issues, Minnesota Rural Counties Caucus/transportation issues, the Intergovernmental Retreat, Jail Construction Committee, and Personnel Issues Committee.

Commissioner Mongeau attended the Jail Behavioral Health Committee meeting, the Intergovernmental Retreat, and the Lakeland Mental Health Committee.

Commissioner Ingersoll attended meetings of the Local Advisory Council for Adult Mental Health, Lake Agassiz Regional Library, Intergovernmental Retreat, and Local Advisory Council for Children's Mental Health.

Commissioner Campbell attended meetings concerning the Juvenile Detention Center space issues, Solid Waste Advisory Committee, Intergovernmental Retreat, and Jail Construction Committee.

Commissioner Gross attended meetings of the Jail Behavioral Health Committee, Historical Society, Personnel Issues Committee, MetroCOG, and the Intergovernmental Retreat.

County Administrator Brian C. Berg informed the Board that MetroCOG may have a delay in completing the Comprehensive Plan and funding will be postponed as well (\$75,000). Mr. Berg attended meetings of the Juvenile Detention Center, Jail Behavioral Health, Intergovernmental Retreat, personnel evaluations, Solid Waste Advisory, Central Administration managers, Personnel Issues Committee, MCIT webinar, Jail Construction meeting, and meeting with City of Moorhead personnel regarding a future Law Enforcement Center.

#### RECESS

The meeting recessed from 10:30 a.m. – 11:00 a.m.

#### RECONVENE

The meeting reconvened at 11:00 a.m. with Commissioners Campbell, Gross, Mongeau, and Weyland present.

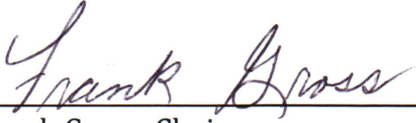
#### INTERVIEWS FOR CONSTRUCTION MANAGEMENT SERVICES FOR CLAY COUNTY JAIL PROJECT

The following firms were interviewed for the Construction Management Services for the Clay County Jail: McGough Construction, JE Dunn Construction, Adolfson & Peterson Construction, Comstock Construction, Inc., and Construction Engineers. The interview panel included Commissioners Campbell, Gross, Mongeau, and Weyland, County Administrator Brian C. Berg, Chief Deputy Sheriff Matt Siir, County Engineer David Overbo, and Klein McCarthy Architects' representatives Scott Fettig and Matthew Keenan.

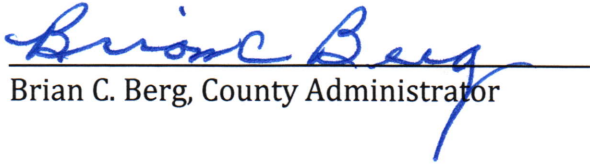
By consensus, the interview panel selected Construction Engineers and JE Dunn for review of references and fee determination.

ADJOURN

The meeting adjourned at 4:30 p.m.



Frank Gross, Chair  
Clay County Board of Commissioners



Brian C. Berg, County Administrator



SALT 501(4/04)

RESOLUTION NO. 2016-09  
COUNTY STATE AID HIGHWAY FUNDS ADVANCE RESOLUTION

WHEREAS, the County of **CLAY** is planning to implement County State Aid Street Project(s) in **2016** which will require State Aid funds in excess of those available in its **State Aid Regular Construction Account**, and

WHEREAS, said County is prepared to proceed with the construction of said project(s) through the use of an advance from the County State Aid Construction Fund to supplement the available funds in their **State Aid Regular Construction Account**, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date 1/20/16 \$ - 793,486.71

Less estimated disbursements:

Project # <u>SAP 14-602-027</u>	<u>\$ (100,000.00)</u>
Project # <u>SAP 14-606-007</u>	<u>\$ (200,000.00)</u>
Project # <u>SAP 14-612-016</u>	<u>\$ (100,000.00)</u>
Project # <u>BOND PAYMENT</u>	<u>\$ (2,190,000)</u>
2016 Allotment	<u>\$ 2,877,023</u>

Advance Amount (amount in excess of acct balance) \$ 506,486.00

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

WHEREAS, the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, Be It Resolved: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project(s) of the County of **CLAY** in an amount up to \$ 506,486 in accordance with Minnesota Rules 8820.1500, Subp. 9. I hereby authorize repayments from subsequent accruals to the Regular/Municipal Construction Account of said County in accordance with the schedule herein indicated: (initial one)

☒ Repayment from entire future year allocations until fully repaid.

☐ Repayment in        equal annual installments

☐ Repayment from future year allocations in amounts listed below until fully repaid (maximum 3 year repayment).

\$                    CY             \$                    CY             \$                    CY       

I, Lori J. Johnson, duly appointed and qualified Auditor in and for the County of **CLAY**, do hereby certify that the above is a true and full copy of a resolution duly adopted by the County Board of **CLAY** County, State of Minnesota, assembled in regular/special session on the 26<sup>th</sup> day of January, 2016.

County of **CLAY**

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County Auditor